

VERMONT BAR FOUNDATION
GRANTS PROGRAM
FINAL REPORT
(Due no later than August 31, 2019)

***Please use this as an outline when submitting your report.**

Grantee Name

Grantee Contact Person

Grantee Contact Information

Address

Telephone

Email

The information requested in this report covers Vermont Bar Foundation Grant Funds only.

1. Please attach a detailed **income and expense statement**. Again, covering only *VBF Grant funds*.

2. Please report any Grant Fund surplus, and attach a check payable to The Vermont Bar Foundation in the amount of any Grant Funds remaining at the end of the Grant cycle.

3. Please attach a narrative report detailing accomplishment of your Grant goals. If the goals are not accomplished, please explain why.

4. Please provide a copy of all audio/visual, literary products or publications resulting from the Grant.

5. Please attach two to three specific examples of how you were able to assist individuals or educate Vermonters as a result of the Grant. The more detailed the information the better as the Foundation will use these stories for publicity purposes. Identifying information of those assisted by Grantee need not be included.

The following outline will help you build your client stories:

a) What was the problem that came to your attention? Who came to you for help, and what did they need? Include details that help people understand why the problem was a significant one.

b) What stood in the way of a solution? Again, include a clear explanation of the obstacles.

c) How did you use your resources to attempt to solve the problem? Be specific here. What legal and supporting actions did you take, including collaboration with any other person or organizations?

d) What was the result of your action for the person or persons who came to you for help? If applicable, how will the action you took make things easier for others in the future?

6. If you provided direct assistance to clients (e.g., representation, advice, support for pro se representation, lay advocacy, etc.) please provide the following information about individuals you served using **VBF Grant** funds (either in full or coupled with other funding sources):

- List by county the number of individuals served
- If VBF Grant funds provide partial support for larger efforts to provide direct client services, separate out and report only the clients served with VBF Grant funds.
- Types of cases or legal issues and cost per case
- Outcomes of assistance
- Demographics of individuals served, to extent that you already collect this information:
 - ▶ Age
 - ▶ Ethnicity
 - ▶ Gender
 - ▶ Race
 - ▶ Income